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Sealed Document Events

The CM-ECF Support Team provides a help line to assist electronic filers in the Western District of Washington. This service is available Monday through Friday from 8 AM to 5 PM. We can help filers with online "events" and answer questions regarding formatting documents, training, etc. To contact us, call:

ECF Helpdesk



1-866-323-9293 (toll free)

or

1-206-370-8440 (WA local)

Training Classes

In the Seattle courthouse:

700 Stewart Street, Seattle

July 11, 10 - 12 PM

August 9, 1 - 3 PM

September 7, 10 - 12 PM

In the Tacoma courthouse:

1717 Pacific Avenue, Tacoma

Classes arranged on request.

Important Changes in Sealed Events

After July 24th, you will see changes in Sealed events. When filing a document under seal, you will be required to refer back to an Order, Minute Entry, or Motion approving or requesting to file the document under seal. If you do not refer back to an Order or Minute Entry, or to a pending Motion to Seal Document, you will not be able to continue filing. You will be forced to stop.

Scheduled ECF Maintenance Occurs on the Third Saturday of every Month, from 6 am to 12 noon.

It is YOUR responsibility to check the CM-ECF website for additional notices of emergency maintenance!

Specifically, during sealed events, you will encounter the following question:

Is there a **MOTION**, **ORDER**, or **MINUTE ENTRY** requesting or approving this filing under seal?

By answering "YES" you will affirm that you have permission from the court to file, or that you have filed a Motion To Seal Document that is pending.

You will then be asked to refer back to the appropriate Order, Minute Entry, or Motion. If you do not do this, you will see the following message:



If you do not make a selection, you will not be able to continue the event.

You will also see a message reminding you to serve all sealed documents by conventional method.

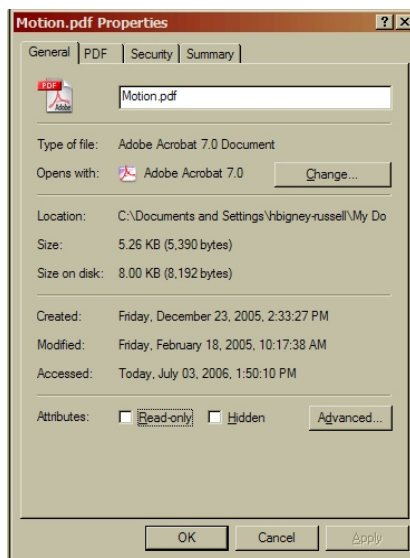
Q &A

Prior to filing, how do I check the size of my PDF file?

As the ECF system will not accept any file bigger than 2 megabytes, you should check the size of your document prior to filing.

Simply do the following:

1. With the cursor over the PDF file, right click.
2. Scroll down and left click on the word "Properties."
3. The size is shown in the middle of the window.



Tips and Tricks



Make your case opening documents under 2 MB!

Whether filing your case opening documents by e-mail or on a CD, the attached PDF files must be 2 megabytes or less, just as if you were filing them electronically. Attaching larger PDF files increases our workload and yours as well, as we will contact you to resubmit those files that are over 2 MB.

The e-mail addresses for opening new cases are:

newcases.seattle@wawd.uscourts.gov
newcases.tacoma@wawd.uscourts.gov



Sealed Document Events That Require You to Refer Back to an Order, Minute Entry, or Motion

Civil Events

- Ex Parte / Sealed Document (Private Entry)
- Sealed Document
- Ex Parte / Sealed Motion (Private Entry)
- Sealed Motion

Criminal Events

- Ex Parte / Sealed Document (Private Entry)
- Sealed Document
- Ex Parte / Sealed Motion (Private Entry)
- Sealed Motion